

## **0930.01 Surplus Buildings**

Issued January 1, 1994

**SUBJECT:** Surplus Buildings.

**APPLICATION:** State departments and agencies that operate, maintain and have jurisdiction over State buildings.

**PURPOSE:** To provide restoration and preservation for historic State buildings determined to be in surplus to the needs of an agency that has been operating and maintaining them.

**CONTACT AGENCY:** Department of State - Bureau of History, State Historic Preservation Office.

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**SUMMARY:** On agency determination that a State building is in surplus to its needs, the agency must notify the State Historic Preservation Office (SHPO).

The SHPO applies the criteria of National Register eligibility to specified State agency surplus buildings, and advises the Department of Management and Budget (DMB) on the appropriateness of attaching a historic preservation covenant to the deed of the property.

It also reviews plans and specifications for interior and exterior restoration work, to ensure that they meet the Secretary of Interior's Standards for Rehabilitation.

**APPLICABLE FORMS:** None.

### **PROCEDURES:**

#### **Agency:**

- Determines property is surplus and follows procedures for surplus property specified by DMB's Strategic Asset Management, Real Estate Division (See Procedure 0110.01).
- Notifies the SHPO of intent to declare buildings surplus.
- Submits photographs of buildings and a map plotting the location of the buildings, with a request for an opinion from the SHPO on the eligibility of the buildings for listing on the National Register of Historic Places and the State Register of Historic Sites.

#### **SHPO:**

- Applies the National Register criteria to the buildings; determines their eligibility and responds to the agency.
- Applies the criteria of effect of any proposed action on the historic buildings and responds to the agency.
- Advises the Director of the Real Estate Division in DMB, of the need to attach to the deed a historic preservation covenant that calls for maintenance of the historic building, and submission of plans and specifications for all future restoration work to the SHPO for review and comment.
- Advises prospective new owners on proper maintenance of the historic buildings.
- Reviews plans and specifications for interior and exterior restoration work on the historic buildings, and advises prospective new owners about whether or not they meet the criteria of the Secretary of Interior's Standards for Rehabilitation.

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